

**SECRET****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 5 November 1957

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FROM : Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 45, 29 October - 5 November 1957

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2. A memorandum was received from the Acting Chief of WE Division stating that at the training officers meeting of 3 October, "OTR indicated that it was considering giving the Administrative Procedures to all clericals after their assignment to the Division but before they actually arrived for duty. OTR indicated that it required Division approval before putting the procedure into effect." [ ] has asked [ ] if it will be possible to arrange for the Chief Instructor to be present at these meetings if a matter concerning Operations Support instruction is to be discussed. The matter of clericals receiving DD/P administrative instruction before going on the job has been under discussion for several years. If this should become a fact, it is felt that a specialized course should be set up to meet this need.

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3. On 28 - 29 October, [ ] attended, as an observer, the Comptroller's conference of Division Budget & Fiscal officers. The conference considered the many support problems of the Budget & Fiscal officer. [ ] considered this conference a definite success and feels much good was accomplished by this bringing together of the personnel who represent such a major proportion of the Agency's operations support. The conference approach to "common concern" problems of large groups is strongly recommended.

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4. Two new movies "13 Rue Madelaine" and "House on 92nd Street" (see Weekly Report Nos. 36 and 37) were used for the first time in Operations Support #28. Both tests on these films were given on a trial basis. The students had some difficulty with "13 Rue Madelaine" due to their inexperience with the manner of testing. "House on 92nd Street," however, was used later in the course and proved satisfactory to both the students and the faculty.

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5. [ ] discussed the functions of the Deputy Director/Coordination with [ ] of that office in connection with [ ] lecture on CIA organization. [ ] will receive additional briefing from [ ] when the DD/C actually begins functioning under an NSC directive.

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6. The informal survey of training needs in the Office of Personnel was inaugurated recently by [ ] through an interview with [ ] Chief, Personnel Procurement Division. Specifically, the training needs now being satisfied through current offerings, formal and on-the-job, are being identified, but principal attention will be focused on training requirements which are unique to the Office of Personnel and the methods and materials to be utilized in meeting those special needs. 25X1

7. [ ] Executive Officer, Office of Personnel, attended the "Personnel Procedures" session of Operations Support #28 as an auditor. He was evaluating this three hour session from the standpoint of an overseas personnel or administrative officer. He plans to confer with [ ] this week relative to the evaluation. 25X1

8. A meeting, called by [ ] Executive Officer, Office of Logistics, consisting of representatives of Supply and Transportation Divisions and Logistics Training officers was attended by [ ] on 30 October 1957 for the purpose of obtaining and coordinating material to be incorporated in the lecture on Logistics to be given by [ ] in the Operations course on 13 November. 25X1

9. [ ] was contacted by [ ] for the purpose of discussing the recent training manual "Supply Handbook for Field Case Officers." It was recommended by [ ] and approved by [ ] that [ ] copies of the manual be transmitted to [ ] prior to the Logistics lecture on 13 November for reading and study purposes on the part of the students. [ ] recommended that this lecture be made on a continuing basis in the Operations course and further that it be considered as an addition of Operations Familiarization. 25X1

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10. Word has been received from the Chief of Overseas Training that the Supply Handbook for field case officers has been reviewed by that office with favorable comments. The manual will be made available to concerned overseas personnel on a request basis. 25X1

11. [ ] is working with [ ] of the Film Branch, OTR and [ ] Office of Logistics, to obtain the necessary forms and documents required in the production of the Logistics film "The Other Hat."

